



**CITY OF ROCKVILLE  
ROCKVILLE, MARYLAND**

**ADDENDUM #1  
REQUEST FOR QUOTE – RFQ009/FY12**

**ARMORED CAR SERVICE FOR DAILY DEPOSIT PICKUP**

**ATTENTION ALL BIDDERS:**

The following shall amend, add to, delete or otherwise change the Specifications for the referenced project and shall be included in the bid.

The addendum may also be downloaded from the City's website at: [www.rockvillemd.gov](http://www.rockvillemd.gov) .

The **DUE DATE** for this RFQ has been postponed one week and will now be **FRIDAY, FEBRUARY 10, 2012 at 3PM** (original due date was Friday, February 03, 2012 at 3pm).

1. Q: Page 4 of the documents indicates a required pick-up time after 8:30 a.m. but before 9:00 a.m. Due to the nature of our business, it is difficult to commit to anything less than a 2-hour pick-up window on a regular basis. Is there any flexibility in the pick-up time?

**A: Yes, the City is allowing pickup anytime between 8:30am and 10:00am.**

2. Q: Page 2 of the RFQ documents indicates that the deposits may be brought to a local bank branch. Page 4, Item 1 (Scope of Work) indicates the deposits should be brought to the BB&T CCV (Garda). Can you please clarify if the CCV is our only option, or if we do have the option of bringing the deposits to a local bank branch?

**A: Coins are required to be deposited at the CCV, and because we make one deposit (consisting of cash, coins, checks) the deposit at the CCV is required. On the Quote Pricing Page 2 of 19, Item 1 DECSRIPTION, strike through the following as shown below, and add the underlined phrase:**

City Hall, 111 Maryland Ave., Rockville,  
MD 20850 (Pickup and Deposit five (5)  
times a week, Monday thru Friday, to  
BB&T Bank Processing 1710 Twin Springs  
Road Baltimore, MD 21227,) ~~or to BB&T  
Vault or money vault of a local bank),~~ for  
SAME day ~~credit~~ deposit of an estimated  
four (4) deposit bags.

3. Q: What is the percentage of cash vs. checks in your deposits?

**A: Approximately 50% cash and 50% checks; this is an estimate only and will vary day to day.**

4. Q: Are checks and cash separated, or are they placed in the same deposit bag?

**A: Checks and cash are co-mingled in the deposit bag(s).**

5. Q: Are you able to reconstruct checks – to identify the maker and amount of each check deposited?

**A: Yes.**

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continued

6. Q: What is the average liability of the coin to be picked up?  
A: **The amount of coin, on average, at each pickup is approximately \$1.00 (one dollar equivalent).**
7. Q: Does the scope of work include coin meter service?  
A: **No.**
8. Q: Is the coin placed in a separate bag from the cash and checks, or is it co-mingled?  
A: **Coin, checks and cash are co-mingled in the deposit bag(s).**
9. Q: Will the deposits be ready for pick-up prior to the carrier arriving?  
A: **Yes.**
10. Q: Can the deposit be delivered to a local BB&T branch?  
A: **Please see the answer to question 2 above.**
11. Q: Would you consider quotes for delivery to the cash vault with next day credit?  
A: **Yes. There is now a REVISED Quote Pricing Page 2 of 19 (last page in this Addendum #1) to reflect this additional work scope, allowing next business day physical delivery. Please use this REVISED Quote Pricing Page 2 of 19 when you submit your response.**

**On Page 4 of 19, Item 5 add “or next business day” as follows:**

5. **BANKING REQUIREMENTS:** Contractor to deliver the sealed deposit bags to the Bank Vault by 2:00 p.m. on the same business day or **next business day** after pickup. The City rebids its banking services every five years. The City's current contract with BB&T expires on December 31, 2015. It is anticipated that the location of the designated depository will remain constant under the contract period. **Provide Minimum Business Day Advance notice requirement for a change in depository bank on Quote Pricing Page 3, question 3.**
12. Q: What is the City currently paying for this service?  
A: **\$312.40 per month.**
- 13. QUESTIONS**  
Questions pertaining to this Request for Quote may be directed to Pat Ryan, Buyer II, via email at [pryan@rockvillemd.gov](mailto:pryan@rockvillemd.gov) , no later than **Monday, February 6, 2012 by 5PM.** Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the City.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ISSUED BY: PAT RYAN, BUYER, 01/307/2012

ACKNOWLEDGE RECEIPT OF ADDENDUM NO 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR PROPOSAL.

**NAME OF BIDDER:** \_\_\_\_\_

**BID DUE DATE: (CHANGED):** 3 PM, FRIDAY, FEBRUARY 10, 2012

**PRICING FIRM FOR THE PERIOD CONTRACT AWARD THROUGH JUNE 30, 2015 :**

ITEM NO	DESCRIPTION	ANNUAL EST. QTY	UNIT PRICE	TOTAL ANNUAL PRICE
<b>1.</b>	City Hall, 111 Maryland Ave., Rockville, MD 20850 (Pickup and Deposit five (5) times a week, Monday thru Friday, to BB&T Bank Processing 1710 Twin Springs Road Baltimore, MD 21227, for <b>SAME</b> <b>day</b> deposit of an estimated four (4) deposit bags.  City Hall Pickup Time _____  BB&T deposit location _____  BB&T Deposit Time: _____	251 Pickups	\$ _____	\$ _____
<b>1A.</b>	Based on the information contained in Item 1 above, what is your monthly price?  \$ _____ per month			
<b>2.</b>	City Hall, 111 Maryland Ave., Rockville, MD 20850 (Pickup and Deposit five (5) times a week, Monday thru Friday, to BB&T Bank Processing 1710 Twin Springs Road Baltimore, MD 21227, for <b>NEXT</b> <b>business</b> day deposit of an estimated four (4) deposit bags.  City Hall Pickup Time _____  BB&T deposit location _____  BB&T Deposit Time: _____	251 Pickups	\$ _____	\$ _____
<b>2A.</b>	Based on the information contained in Item 2 above, what is your monthly price?  \$ _____ per month			

**Prices quoted shall be firm for the first full three (3) years of the five year contract term (thru June 30, 2015).**

**No additional charges will be allowed, including but not limited to fuel surcharges, coin bag fees, or additional time charges.**